

FILED: (Report)
RETURN TO
RECORDS MANAGEMENT DIVISION

Chief, Management Staff

7 October 1954

Chief, Records Management Division

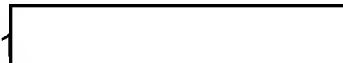
Weekly Report - Week Ending 6 October 1954

1. The proposed Index of Agency forms has been reviewed by all offices except Communications and DD/P. A total of 29 forms were made obsolete as a result of the review by Security, Logistics and Personnel. The result of the Agency Index will be an up-to-date listing of these forms currently used, and the elimination of obsolete forms from supply rooms and Agency offices.

2. Three persons from the Records Center will enter classes at American University dealing with Records Management work. This is part of a planned program whereby they will ultimately complete a course of study leading to a certificate in Records Management.

3. Six Agency offices transferred inactive records to the Records Center amounting to the equivalent of 29 four drawer safe type cabinets.

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Report for Week Ending 6 October 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics Office

a. Reports Management - No change in program status. Project is 20% complete.

b. Correspondence Management - Progress continues on the correspondex of general administrative requests and reports. (See summary under "General Information.") Pattern paragraphs for 22 other cases of concern to just one component (e.g., Real Estate and Construction Division, Supply Division, etc.) have been developed. Project is 90% complete.

Project 4-94 - Office of the Comptroller Reports Management Program

No change in program status. Project is 23% complete.

Project 4-98 - Correspondence Handbook

Copy for authentication by the DD/A is virtually complete. Only the index remains to be retyped. A meeting with the secretaries to the DCI and DDCI is scheduled today for final review. No changes are anticipated.

The Handbook contains the equivalent of 55 pages of typewritten matter. This material was almost entirely retyped during the week. The quality was excellent. Another job well done by a top no tch stenographic and typist staff.

General Information

a. Headquarters Correspondex - To date, 35 memorandums, and 18 cases based on the use of SF #52, have been selected for the correspondex. In addition, we have been requested to include about 30 cases based on the use of other forms. Drafts of the 35 memorandums were completed. Collection of material is continuing through the fine cooperation of personnel in the Security Office and the Office of Personnel.

b. Employee Suggestion No. 1163 - Samples of smudge-proof hectograph masters were tested with excellent results by the Incentive Awards Branch Staff. Final evaluation of the suggestion will depend upon cost factors, the collection of usage data, and an opinion as to whether copies from the smudge-proof master will photograph better than those reproduced from masters now used by the Agency.

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c. Program Promotion - A proposal to conduct reports management and correspondence management programs in the Office of Training was discussed with the Assistant Chief, Administrative Staff, and the Area Records Officer of that Office. No decision was reached pending their discussion with other officials of OTR.

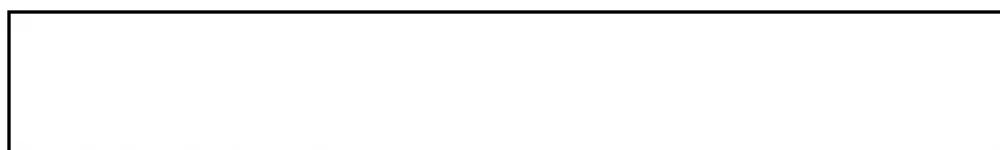
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Chief, Reports & Correspondence
Management Branch

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General Information

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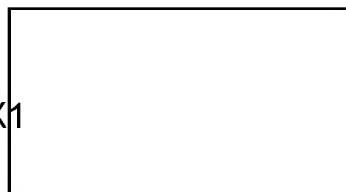


Summary of Individual Actions

	No of Requisitions	No of Copies
New	4	7800
Revisions	25	242800
Reprints	3	22000
Other Government Forms	-	-
	<u>32</u>	<u>272600</u>

Redesignated 24

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Report for Week Ending 6 October 1954 from
FORMS MANAGEMENT BRANCH

Project 4-79 - Records Management Survey-FBID

Consolidated report has been prepared for this survey.

Project 4-85 - FI Information Reports

No change from previous report. Project is 47% complete.

Project 4-86 - Forms Index

A total of 29 forms were reported as obsolete by the Offices of Security, Logistics and Personnel. All Indexes have been returned except those of Communications and DD/P. In both cases these Indexes are being held up to obtain additional data from field offices. Project is 78% complete.

Project 4-95 - Forms Management Handbook

No change from previous report. Project is 4% complete.

Project 4-103 - Preparation of Final-Type Forms Copy by Forms Management Branch

Further discussions were held with [redacted] P&RD/LO, 29 September, and tentative agreement was reached concerning transfer of this function and the incumbent. A meeting with Logistics Office personnel will be held later this week to finalize details.

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Study of OO Information Reports

The new OO Information Report Form No. 1D and its Continuation Sheet 1E have been printed and initial shipment received 4 October. Field testing of these forms will start in the near future.

Hoover Commission

All remaining agencies of the Department of Agriculture with the exception of REA have been interviewed. Statistical data is now being assembled. Complete reports on the State Department and the major components of the Justice Department are in process of preparation. It is hoped that the summary report of the Forms Management committee can be developed during the coming week.

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Report for Week Ending 6 October 1954 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Office of Scientific Intelligence

The disposal schedule for the records of this Office has been coordinated with the General Counsel and Security Office and will be forwarded for appraisal to the National Archives this week. Project is 99% complete.

Project 4-78 - Office of General Counsel

The installation and training of personnel in the use of the developed file plans are continuing.

Project 4-97 - Records Disposition Handbook

No change from previous report. Project is 75% complete.

Project 4-116 - Security Office

The Area Records Officer is in the process of writing an office notice explaining the policy and functions of the Records Management Program in that area. As the notice will be signed by the Director of Security it is anticipated that upon its release greater impetus will be given to the records scheduling program. Project is continuing and is 85% complete.

Project 5-2 - Office of National Estimates

The disposal schedule for the records of this Office has been coordinated with the General Counsel and Security Office and will be forwarded for appraisal to the National Archives this week. Project is 99% complete.

Project 5-32 - Office of Research and Reports

Approval for the continuation of the project has been received. To date 126 describable items covering an estimated 1242 linear feet have been listed. Project is 12% complete.

Project 5-40 - Office of Chief of Operations

No change from previous report. Project is 75% complete.

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Report for Week Ending 6 October 1954 from
RECORDS SYSTEMS BRANCH

Project 4-79 - Records Management Survey, FBID

Project is continuing and is approximately 99% complete.

A discussion of the accomplishments and recommendations requiring further action was held with the Chief of the Division. He indicated that he was very pleased with the results of the survey, and expressed a desire to continue an active Records Management Program. The report of the survey was discussed and it was agreed that it should be forwarded to him through the regular channels. The report is now complete and will be forwarded with a covering memorandum within the next few days.

Project 4-80 - Agency-Wide Microphotography Survey

Project is continuing and is approximately 19% complete.

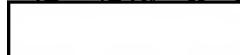
Project 4-81 - Security Desk Trays

Project is continuing and is approximately 87% complete.

We have now received a total of 1178 requests for desk trays. Preliminary discussions on methods of financing, procuring and stocking the trays have been held with representative of the Logistics Office. Action will be initiated as soon as the drawings for the boxes have been completed.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records,

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Project is continuing and is approximately 99% complete.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

Project is continuing and is approximately 61% complete.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCD/BR dossiers continues. This project is now approximately 59% complete.

Microfilming of vital materials in the Personnel Office started on Monday 4 October. This project is approximately 10% complete.

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Project 4-96 - Vital Materials Handbook

Project is continuing and is approximately 12% complete.

A proposed statement of the emergency conditions for which the Vital Materials Program is planned to meet was cleared informally with [redacted] Emergency Planning Officer, this week. This statement will be used as a basis for establishing guides to aid in determining what materials are vital and the manner in which ^{they} should be deposited and maintained.

General Information

A survey has been started in the Signal Center, Office of Communications. The assignment of a project number is pending. This survey concerns a review of the vital material requirements and copy retention periods as well as the microphotography operation related to the cable copies maintained by the Office of Communications.



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RECORDS CENTER

During this week the following accessions were made:

OSI	1 cu ft
COMP	8 cu ft
LO	11 cu ft
OCD	150 cu ft
OO	1 cu ft
OCI	8 cu ft
Sub total	179 cu ft
Finished Intelligence	55 cu ft
Total	234 cu ft

Total accessions to date - 268

General

25X1 [redacted] are applying for
schooling at American University with the ultimate objective
of obtaining a certificate in Records Management.

25X1 Bids on the battery powered fork-lift are now in. A meeting
will be set up with [redacted] Procurement to examine the
type of equipment offered.

25X1 [redacted] inspected the operation of the Rite-Hite
adjustable loading ramp in operation [redacted]

25X1 [redacted] This device appears to be
very suitable for the A-15 operation, and a formal request
has been placed with Real Estate and Construction Division for
inclusion of the ramp at the new site.

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Plans are now being drawn up to prepare records for the move,
and do arrangement and boxing work that must be done prior to
that time. It has not been possible to get enough of these
tasks done during normal working hours.

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